



NASA Procedural Requirements

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24, 2013**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)**Subject: NASA Records Retention Schedules (w/Change 5, 6/26/09)****Responsible Office: Office of the Chief Information Officer**

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Chapter 8. NRRS 8

PROGRAM MANAGEMENT RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 8 pertain to the management and operation of NASA construction of facilities, architectural, and engineering design records. These records relate to the functions that create, control, formulate and prescribe real or personal property or facilities management policies and procedures used by activities and offices applying these procedures. Records also included in this series/schedule are Research & Development (R&D) records that pertain to the management, operation, and performance of an R&D Project. Such records are created and accumulated by project organizations that have direct management control of in-house and/or contractor project activities. Project files relate to basic and applied research, and engineering development projects. The Project Office, normally at the laboratory or division level at a field installation, is responsible for maintaining the official files, and is designated as the Office of Primary Responsibility (OPR). This office is responsible for maintaining the files relating to a particular project and for insuring the ongoing collection and consolidation of essential documentation for the project. When more than one laboratory at an installation or more than one installation works on a project, the lead project manager should establish procedures to insure that all files relating to the project are collected at a single designated location for retirement and transfer.

INSTRUCTIONS FOR DESIGN AND CONSTRUCTION FILES:

General Definitions and Guidelines to use with Design and Construction Files: Generally, drawings pertaining to the design process lose their administrative usefulness after the final construction plans are accepted; these records should be considered inactive after the completion of the construction project. Precise measured drawings, which are used during the construction process, have a continuing value during the life of the structure, especially for repair and maintenance projects. The original construction drawings as well as repair and alteration drawings (or microform copies) should be considered active while the structure is still used, maintained or owned by the Federal Government.

DEFINITIONS:

Preliminary Drawings: Drawings and sketches that are conceptual in nature. These drawings are usually freehand studies that show the basic design of the structure, include the arrangement of rooms, general appearance of elevations and floor plans, as well as other details under consideration.

Models: Three dimensional, reduced-scale models which are prepared for illustrative or presentation purposes.

Intermediate and Pre-final Drawings: Drawings which are created and reviewed in preparation of the final working drawings.

"As Built" Drawings: Annotated copies of final working drawings or additional drawings which show changes in the initial construction from the original design.

Shop Drawings: Detailed drawings prepared by construction contractors or subcontractors of particular parts of the building which they are to supply or by manufacturers of products to be assembled in their shops. These drawings which include plans for architectural embellishments and interior design such as tile and marble work, special cabinet work, elevators, or heating systems, not only provide instructions for assembling the products on the job site, but may also be necessary for future repair and preservation projects.

Repair and Alteration Drawings: Original drawings which depict repairs and alterations to the building as it was originally constructed.

Contract Drawings: Copies of the original workings on which contract negotiations are based.

Standard Drawings: Final drawings for standard details and other documents created in their preparation.

Space Assignment Plan(s): Drawings which depict outline floor plans used for space assignments.

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u><Authority></u>
8000-8999		PROGRAM MANAGEMENT	(see below)
	0.1	<p>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>This disposition applies to electronic copies of all items covered under Disposition Jobs N1-255-94-3, N1-255-91-14, N1-255-91-6, N1-255-89-3, N1-255-90-1, N1-255-92-3, N1-255-88-1, and N1-255-90-4 in the NASA Records Retention Schedule 8, with the following exceptions: .</p> <p>Item 5A, subpart 2, subpart on Electronic Data (R&D Project Files, Temporary Records of Selected Project Case Files, Project Test, Engineering, and Evaluation Files: Electronic Data). Item 17 (R&D Experimental Projects Data Files). Item 18B (Atmospheric Science Data (KSC Only), LDAR Records (Lightning Detection and Ranging))</p> <p>In addition, this disposition does not apply to any item already covered by the General Records Schedules.</p>	
		A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.	<p>DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED AND DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.</p> <p><N9-255-00-05></p>

		B. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETED. <N9-255-00-05>
8000		Program Management - General	(see below)
8000	1	DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER (DIPEC) LOAN	
		Listings of tools or test equipment on loan from DIPEC to NASA contractor or NASA Center.	DESTROY 1 YEAR AFTER COMPLETION OF LOAN. <N1-255-94-3> (N 17-47)
8000	2	TOOL DRAWING FILES	
		A. Vellums, original drawings, and tracings used in the manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to the drawings.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		B. All other copies.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/104. <N1-255-04-3>
8000	3	DATA FILES ON ORGANIC MATERIALS USED IN CONSTRUCTION OF PLANETARY SPACECRAFT	
		Documentation produced by Centers, contractors, subcontractors and other suppliers, for research and development projects related to planetary flight mission hardware, which includes information relative to the organic materials used on spacecraft destined for planetary landing. Documentation shall include all listings, drawings, test results, parts lists, and specifications pertinent to the organic materials content of the spacecraft as flown.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
8000	4	R&D CORRESPONDENCE FILES	
		A. <u>GENERAL ADMINISTRATIVE</u>	
		Records in this series consists of copies of correspondence and documentation relating to the administrative management and housekeeping operations of a laboratory or a program office. Files may include: Action/Suspense files; general correspondence; and, routine office actions and correspondence.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>

		<p><u>B. PROJECT CORRESPONDENCE - OTHER</u></p> <p>Correspondence relating to a project and not a part of the project manager's files. This series may include correspondence and files kept by offices subordinate to the project manager. These are not routine administrative/housekeeping files, they are miscellaneous project correspondence files.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3></p>
		<p><u>C. ALL OTHER OFFICES/COPIES</u></p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/104 OR 8/108. <N1-255-04-3></p>
8000	5	R&D PROJECT FILES	
		<p>These records reflect a complete history of each project from initiation through research, development, design and testing, to completion. Records in this series are typically maintained in a central file by the project office, which is considered the primary office of responsibility (OPR). Records designated for permanent retention will be clearly identified by the OPR and maintained separately from records considered temporary while in the custody of NASA. Selected case files are to be retired separately from other case files to the Federal Records Center (FRC).</p>	
	5	<p>Typical case files include, but are not limited to: Incoming/outgoing correspondence and memoranda; Procurement files (cost and scheduling); Project Authorization Documents (PAD); TU application engineering documentation (where applicable); Project cards; Test and trial results; Drawings, specifications, photographs, and videos; Technical, status, and progress reports; Notice of completion, cancellation, or termination; Data location files; Project review files; Final project records/reports.</p>	
		<p>NOTE: This series does not include test results maintained at NASA or contractor laboratories or comparable level. These records are covered by Item 17 of this Schedule.</p>	
		<u>A. SELECTED PROJECT CASE FILES</u>	

		This series consists of records that are of particular significance for documenting NASA R&D projects. The following selection criteria will be used to determine if a project falls within this disposal authority.	
		<p>PROJECTS THAT LEAD TO:</p> <ul style="list-style-type: none"> . The discovery of new science, reveal new facts or concepts useful for future research, or confirm less firmly based existing bodies of knowledge; . Development of a "first of its kind" product or process; . Establish a precedent for significantly changing NASA research, agency policy, internal organization, or legislative action; . Contributes significant data that broadens knowledge in a field of science or substantively effects a key public policy issue; . Results in significant social, political, or scientific controversy; . Is subject to widespread national or international media attention or the subject of Congressional or agency scrutiny or investigation . Results in a significant improvement in processing or production; and/or, . Results in a significant net application of an existing product or process. 	
		1. Records in this series include:	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
	5	<p>R&D Status Reports</p> <p>Documents reflecting the master plan for research, development, and test of a designated equipment system. Plans are used as a management tool and as a means of informing higher-level management of the status. Included are project management master plans, superseded and obsolete parts of the plans, studies and reports used to keep the plan current, and related documents.</p>	
		<p><u>Authorization Files</u></p> <p>Documents reflecting actions leading up to and including the authorization for initiation of a project. Included are: Project Planning Documents (PPD), Project Authorization Documents (PAD).</p>	(N 25-1a(3))

		<p>Specification and Drawing Files</p> <p>Original drawings that have not been microfilmed OR silver halide aperture cards of original drawings and specifications that show experimental, preliminary, and final versions created in connection with the project. Original drawings that have been microfilmed (and microfilm has been verified in accordance with 36 CFR, Part 1230, S1230.14) are no longer considered the "archival" or permanent record and may be disposed of in accordance with B of this item or when no longer needed, whichever is sooner.</p>	(N 25-1a(4))
		<p><u>Reference Reports</u></p> <p>Technical, progress, or test reports issued, or received in connection with the project including feasibility, cost, effectiveness, and contractor reports.</p>	(N 25-1a(9))
		<p><u>Review Files</u></p> <p>Documents or other media produced which document Preliminary Requirements Reviews, Preliminary Design Reviews, Critical Design Reviews, Configuration Inspections, Design Certification Reviews, Flight Readiness Reviews, and Post Flight Evaluations</p>	(N 25 1a(10))
		<p><u>Termination Files</u></p> <p>Documents reflecting notices or authority for completion or termination of a project or task, such as technical committee action, or termination notice, indicating R&D work on a particular project or task has been completed/terminated.</p>	(N 25-1a(11))
		<p><u>Project Scientists Files</u></p> <p>Files that are not duplicated in a central Project Office file or project case file. These should be transferred as an integral whole and should be considered an adjunct to the central project office file.</p>	

		<u>Final Reports</u> Records include reports for completed projects, cancelled, terminated, or suspended projects.	
	5	<u>Audiovisual Records</u> Records that document R&D project activities and are considered by the Project Office to be an integral part of selected case files.	
		. Film: Also See Schedule 1-71B. Stills: Also See Schedule 2-23C. Videos: Also See Schedule 2-24C	
		2. TEMPORARY RECORDS OF SELECTED PROJECT CASE FILES Records in this series include: <u>R&D Correspondence</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		<u>Procurement Files</u> Copies of R&D contract, grant, or agreement associated with the accomplishments of the project with changes, modifications, or addenda thereto. (THIS IS THE PROJECT OFFICES' FILES, <u>NOT</u> THE PROCUREMENT OFFICE FILE.)	
		<u>Project Test, Engineering, and Evaluation Files</u> Records relating to the testing and evaluation of R&D items to make sure that design, technical and characteristics requirements are met and to provide information for corrective actions, research, environmental, engineering, service, and other test directives plans and preliminary and final reports; firing reports, calculations, working papers, related correspondence; comparable test data; and, audio visual records that are routine and repetitive in nature.	
		<u>Electronic Data</u> : See above description.	
		<u>Film</u>	
		<u>Stills and Video</u>	
		Meeting Files Copies of minutes of meetings, conferences, reports, trip reports, reports of consultations, and similar papers pertaining to the project.	

		Data Location FilesCross-references or notations as to the existence and location of scale models; experimental hardware, motion picture films, URLs, server addresses for databases, libraries, and comparable items which are not filed with the project files.	
	5	<u>Spacecraft Files - Post Launch/Engineering</u> Logs and data describing the operations and performance of the various functions of the spacecraft or satellite, revealing malfunctions, attitude, environmental conditions which may be used to check ongoing operations and to introduce engineering improvements into the design of late or similar spacecraft; this series includes reports, technical notes, microfilm plots, memoranda, correspondence, and related papers/documentation.	
		<u>Office Project Files - Summarized</u> Office files relating to relatively small research projects where data and results are summarized in a research report which is usually disseminated throughout NASA.	
		3. ALL OTHER COPIES/OFFICES	
		Offices maintaining working or reference copies of any ofthe above record series of R&D projectpapers/documentation.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3>
		B. <u>NONSELECTED PROJECT CASE FILES</u>	
		1. Records in this series include those projects that do not meet the selection criteria identified in A above.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/107. <N1-255-04-3>
		2. ALL OTHER COPIES/OFFICES Offices maintaining working or reference copies of any ofthe above records series of R&D projects that do not meetthe selection criteria identified in 5-A or in B-1 above.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/108. <N1-255-04-3>
	6	RESERVED	
8000	7	R&D APOLLO DOCUMENTATION ADMINISTRATION FILES	THIS IS A CLOSED SERIES

		<u>A. APOLLO DOCUMENTATION SYSTEM</u>	
		A listing of documentation covering the Apollo Documentation System consisting of record copies of 3 documents: (1) Center Apollo Document Index, Appendix "A"; (2) Center Apollo Document Index, Numerical Listing by Level Category, Control Number; (3) Center Apollo Document Index Alphabetical Listing. The system will provide for continual management review to eliminate duplicate or nonessential requirements and reduce cost related thereto. Included are supporting papers reflecting changes to basic documents. 1. Paper Records.	(N 24-8) DESTROY AFTER VERIFICATION / CERTIFICATION OF MICROFILM, OR 1 YEAR AFTER CERTIFICATION OR NO LONGER NEEDED FOR USE. <DA: N1-255-94-3>
		2. Microfilm Records. (Includes silver original and diazo copy.)	* PERMANENT *TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: N1-255-94-3>
	7	3. All other offices, paper or microfilm copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-3>
		<u>B. CONSTRUCTION OF FACILITIES & R&D/GROUND SUPPORT EQUIPMENT (GSE)</u>	
		Documentation relating to Apollo and projects initiated by the Apollo program (R&D/GSE and C of F) which includes drawings, specifications, technical manuals, electronic/ computer media, photos, test reports, Operations & Maintenance (O&M) documentation, constructions files, and, Information for Bids (IFB).	
		1. Office of Primary Responsibility.	
		(a) Paper Records.	DESTROY AFTER VERIFICATION / CERTIFICATION OF MICROFILM, OR 1 YEAR AFTER CERTIFICATION OR NO LONGER NEEDED FOR USE. <DA: N1-255-94-3>

		(b) Microfilm Records.(Includes silver original and diazo copy)	* PERMANENT * RETAIN ON-SITE. RETIRE TO FRC WHEN 20 YEARS OLD AND TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: N1-255-94-3>
		2. All other offices, paper or microfilm copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER <DA: N1-255-94-3>
8005		Major Flight and Development	Contact Center Records Mgr.
8010		Major Flight and Development -- General	Contact Center Records Mgr.
8020		Program Control	Contact Center Records Mgr.
8030		Flight Experiments and Tasks	(see below)
8030	8	SPACE FLIGHT EXPERIMENT/INVESTIGATIONS REDUCED DATA Digital tapes that contain all the basic and supporting measurements after they have been selected, processed, and reduced to the final form that best represents the scientific knowledge obtained from the investigation. NOTE: These Records are MAINTAINED at the NATIONAL SPACE SCIENCE DATA CENTER (NSSDC) operated by Goddard Space Flight Center (GSFC).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
8040		Configuration Control	(see below)
8040	9	CONFIGURATION CONTROL BOARD (CCB) RECORDS Records such as notices of meetings, change requests, minutes, documentation, changes to documentation, directives, etc.	
	9	<u>A. PROGRAM LEVEL (KEPT AS A PART OF CASE FILE IN R&D PROGRAM OR PROJECT</u> [See also Item 5 of this Schedule.]	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>

		B. <u>PROJECT OFFICE LEVEL</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
8040	10	CONFIGURATION MANAGEMENT FILES - SPACE SHUTTLE	
		Records in this series consist of Baseline Level III documentation with specific requirements applicable to the projects, e.g., solid rocket booster and redesigned motor; main engine; etc. The following records are considered a part of this series, but the series is not limited to these records only:	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 <N1-255-04-3>.
		. Level I and II requirements; . Design and Performance requirements . Interface; Verification; Training Requirements; . Design, construction, and assembly and installation standards and specifications; . Design concepts, approaches, and solutions; and, product configuration descriptions.	
8050		Systems Integration and Checkout	Contact Center Records Mgr.
8060		Systems Design	(see below)
8060	11	DESIGN AND ENGINEERING DRAWINGS FOR FABRICATION OF DISPLAY MODELS AND EXHIBITS	
		A. <u>ORIGINAL VELLUM DRAWINGS</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
		B. <u>ALL OTHER OFFICES/COPIES</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/104 OR 8/108. <N1-255-04-3>
8070		Technical Standards and Specifications	(see below)
8070	12	STANDARDS AND SPECIFICATION FILES	
		Preliminary, experimental, and final standards/specifications created in connection with engineering projects. Arrange by specification number or by project.	

		<u>A. OFFICE OF PRIMARY RESPONSIBILITY (OPR)</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		<u>B. ALL OTHER OFFICES/COPIES</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3>
8071		Structures, Mechanical, and Thermal	Contact Center Records Mgr.
8072		Materials and Processes	Contact Center Records Mgr.
8073		Power and Electrical	Contact Center Records Mgr.
8074		Communication/Data Handling/Information Systems	Contact Center Records Mgr.
8075		Electronics and Avionics	Contact Center Records Mgr.
8076		Fluids, Propulsion	Contact Center Records Mgr.
8077		Systems, Integration, Analysis and Test	Contact Center Records Mgr.
8078		Human Factors	Contact Center Records Mgr.
8079		Ground and Flight Operations	Contact Center Records Mgr.
8080		Tests and Testing	Contact Center Records Mgr.
8090		NASA Engineering Standards	Contact Center Records Mgr.
8100		Advanced Studies	(see below)
8100	13	ADVANCED MANNED AND UNMANNED MISSION STUDIES	
		Advanced studies of flight missions beyond those currently approved, or studies of as yet unapproved spacecraft, launch vehicles, spacecraft, and/or aircraft or aircraft systems that may lead toward such future flight missions or studies leading to significant changes on an already approved configuration of spacecraft and launch vehicle.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
8100	14	SUMMARY PROGRESS REPORTS (R&D)	

		Reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects and consolidated reports prepared therefrom.	
		A. Copies of reports retained by reporting office.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
		B. Feeder reports used for compilation of consolidated reports, except as indicated in C. below.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
		C. Consolidated reports consisting of an official file copy of each consolidated report and any feeder reports containing technical or scientific data not fully documented in the consolidated report.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
8100	15		
		(b) Records consisting of Deep-Space-Net-Pass folders 1993 and continuing.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		2. Pioneer 10	
		(a) Records consist of progress reports, evaluations, and reviews (1970-74); data packages and test procedures (1971-72); and off-line analysis reports and validations (1971-77).	H ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
	15	(b) Records consisting of command instructions, telemetry instructions, deep space net pass folders, bit error rate plots, experimenter data record validations, altitude data, precession logs, and old procedures (1972 1993).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		3. Pioneer 11	
		(a) Records consisting of progress reports, evaluations, and reviews (1970-74); and, off-line analysis reports and validations (1971-77).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		(b) Records consisting of command instructions, telemetry instructions, deep-space-net pass folders, bit-error-rate plots, experimenter-data-record validations, altitude data, precession logs, data packages, test procedures, and progress reports (1973-1993).	H ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		4. Pioneer 12	

		(a) Records consisting of cruise computational off-line validations (1978).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		(b) Records consisting of command instructions, telemetry instructions, orbit folders, orbit files, trajectory data, command files, altitude summary, command and spin logs, miscellaneous quick look worksheets, intermediate data record summaries, and operations logs (1978 1992).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		5. Pioneer 13 (1978)	
		Records consist of miscellaneous multiprobe records, operation logs, and cruise computational off-line validations.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		B. <u>MAGNETIC TAPES</u>	
		1. Pioneer 10	
		(a) Master data record (MDR) tapes containing real-time telemetry data (1972-1990).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(b) MDR tapes - 1991 and continuing. (Collected annually)	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		2. Pioneer 11	
		(a) MDR tapes 1972 1990.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(b) MDR tapes - 1991 and continuing. (Collected annually)	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
	15	3. Pioneer 12 NOTE: This is a CLOSED series. Pioneer 12 no longer exists.	
		(a) Ephemeris tape records containing location of spacecraft during orbit (1978 1992).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(b) 1978 - 1992 Records	
		Records consist of, but are not limited to, the following types:	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>

		<p>Supplementary-experimenter-data-record tapes containing trajectory and engineering data.</p> <p>Epoch-time-data-record tapes containing 12-second time tags for 24-hour orbit.</p> <p>Command-record tapes containing all commands given to spacecraft such as attitudes and instrument commands.</p> <p>Intermediate-data-record tapes containing telemetry records received from JPL.</p> <p>Log tapes containing telemetry records generated from high -speed data stream received from Ames.</p>	
8110		General	Contact Center Records Mgr.
8120		Conduct of Studies	(see below)
8120	16	PROJECT CONTROL FILES	
		Memoranda, reports, control files such as summary cards showing assignments, progress, and completion of projects.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
8130		Study Reports	Contact Center Records Mgr.
8132		In-House Reports	Contact Center Records Mgr.
8134		Contractor Study Reports	Contact Center Records Mgr.
8200		Supporting Research and Technology (SRT)	(see below)
8200	17	R&D EXPERIMENTAL PROJECTS DATA FILES	
		Documents maintained and used by scientific and engineering personnel for research, development, and test of an item, or within a field of scientific inquiry, reflecting concept, design criteria, studies, calculations, and test performance of assemblies, or devices developed. Included are engineering or scientific notes, drafts of technical reports and articles; telemetry, oscillographic and pen recordings; time and motion films and recordings; still photographs; computer media; sound recordings, and similar rough or raw data which are a part of the project files.	

		A. Data essential to support laboratory notebook information, discoveries, and invention disclosures, including data relating to patent matters and data relating to historical, significant, or unique accomplishments.	
	17	1. Significant project data files deemed by the originating project office to have value because of the highly significant nature or uniqueness of the activity.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		2. Non significant project data files.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/107. <N1-255-04-3>
		B. Data on electronic/computer media.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
		C. Data that has been fully incorporated into reports.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
		D. Other data files.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
8200	18	ATMOSPHERIC SCIENCE DATA (KSC ONLY)	
		A. <u>LIGHTNING DATA</u>	
		KSC related and electrical field and meteorological data to include electronic/computer media, technical memos, scientific journal reports, strip charts, launch pad lightning flash reports, video recordings of lightning strikes, and other associated media.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/107. <N1-255-04-3> DONATE RECORDS TO THE FOLLOWING UNIVERSITIES, IF UNIVERSITIES DO NOT WANT, DESTROY RECORDS IMMEDIATELY.* Order of Donation as follows: A-1, IA-2; and A-3. <DA: NI-255~94-3>
		B. <u>LDAR RECORDS (Lightning Detection and Ranging)</u> Lightning location data to include electronic/computer media and technical reports.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/107. <N1-255-04-3> DONATE RECORDS TO THE FOLLOWING UNIVERSITIES, IF UNIVERSITIES DO NOT WANT, DESTROY

			RECORDS IMMEDIATELY.* Order of Donation as follows: B-1;B-2; and B-3. <DA: N1-255-94-3>
		A-1 / B-2 A-2 / B-1 University of Arizona University of Florida Attn: Dr. Phil Krider Attn: Dr. Martin A. Uman Institute of Atmospheric College of Engineering Physics Department of Electrical S PAS Bldg. 81, Rm. 542 Engineering Tucson, AZ 85721 Gainesville, FL	A-3 / B-3New Mexico Institute ofMining & TechnologyAttn: Prof. Paul KrehbielPhysics DepartmentSocorro, NM 87801
8200	19	PLANETARY GEOSCIENCE PROGRAM RECORDS	
		Records in this series consist of planetary geology and geophysics program and planetary materials and geochemistry records. These files (one for each Principal Investigator (PI) in the program) can, but do not necessarily, include copies of the proposal, copies of correspondence between the PI and the program office(s), and additional relevant materials submitted by the PI or produced with the program office. These are the PI's or Program Manager's files for each specified grant for the Planetary Geoscience Program. There is little reference activity after 3 years. They are not fully duplicated elsewhere. NASA's copies of this documentation are considered research and development (R&D) program management files and are covered by Schedule 7/6.	
		<u>A. PRINCIPAL INVESTIGATOR'S (PL) FILES/RECORDS</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/109. <N1-255-04-3>
		<u>B. ALL OTHER OFFICES/COPIES</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/110. <N1-255-04-3>
8200	20	TECHNICAL ENGINEERING PUBLICATIONS FILES	
		These files contain materials utilized in the fabrication, printing, production, with changes, modifications, or addenda thereto of engineering and operational manual. These engineering and operational manuals are used in support of on-going network equipment/systems for technical design and configuration, inspection, maintenance, certifications,	

		flight operational readiness, operational and post flight evaluation.	
		A. <u>ONE RECORD COPY OF EACH PUBLICATION</u> (Copy should be marked, "Official Record Copy.")	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
		B. <u>CAMERA READY COPY</u> , including board mounted artwork, drawings, negatives, and repro assembly sheets.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
8200	21	LABORATORY NOTEBOOKS (R&D)	
		Notebooks containing technical and scientific data accumulating from the conduct of research and development. Notebooks used to record and preserve research, development, and testing data reflecting the conditions of tests of plan or approach to problems, observations, modifications formulas, unusual or significant phenomena, findings and results, and other related data. Included are narrative data, rough sketches, curves, and schematic diagrams.	
		A. Bound serially numbered official laboratory notebooks and loose-leaf notebooks that document and support significant, historical, or unique accomplishments or relate to patent findings. These records are needed to achieve continuity of effort, and provide hand-written signed and dated legal proof of Government-sponsored inventions.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
	21	B. Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
		C. All other notebooks/copies.(These copies cannot be retired to an FRC.)	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
8210		General	Contact Center Records Mgr.
8220		Conduct of SRT	Contact Center Records Mgr.

8230		Coordination and Dissemination	Contact Center Records Mgr.
8300		Grants and Research Contracts	Contact Center Records Mgr.
8310		General	Contact Center Records Mgr.
8320		University Programs	Contact Center Records Mgr.
8330		Evaluation of Proposals	Contact Center Records Mgr.
8340		Termination	Contact Center Records Mgr.
8400		Tracking and Data Acquisition -- General	(see below)
8400	22	TRACKING AND DATA ACQUISITION - PROJECT MINITRACK ANALOG CHARTS	
		Minitrack analog charts recorded by STDN stations (SANBORN recordings).	
		<u>A. TRACKING STATIONS</u>	
		1. Charts of selected stations indicating ionospheric disturbances.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102 OR 8/108. <N1-255-04-3>
		2. Charts of other stations.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102 OR 8/108. <N1-255-04-3>
		<u>B. GODDARD SPACE FLIGHT CENTER (GSFC)</u> (charts received from Item A.1 above.)	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
8410		Tracking Stations	(see below)
8410	23	GROUND NETWORK PROGRAM FILES	
		The ground network files consist of records that cover the following elements. The Deep Space Network (DSN), managed by the Jet Propulsion Laboratory (JPL); the Space Flight Tracking and Data Network (STDN), managed by Goddard Space Flight Center (GSFC); Balloon and Sounding Rocket Tracking and Data Acquisition Facilities, managed by GSFC; and the Aeronautics Tracking and Data Acquisition Facilities, managed by Ames Research Center (ARC).	

	23	<p><u>A. TRACKING STATION RECORDS (DSN/STDN)</u></p> <p>Records in this series consist of data received from three complexes located in Canberra, Australia; Madrid, Spain; and Goldstone, California. These facilities primarily communicate with interplanetary spacecraft and spacecraft in high Earth orbit that are beyond the view constraints of the Tracking and Data Relay Satellite System (TDRSS). Records in this series also consist of data/information received from the ground stations at Merritt Island, Florida; Bermuda; and Dakar, Senegal which provide pre flight, launch, and early orbit communications for Shuttle and expendable launch vehicles (ELV).</p>	
		<p>1. Station Records.</p> <p>Records include, but are not limited to, station photos, phase down/closure, budget, general correspondence, and contract data for the following stations: Australia; Bermuda; Chile; etc.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3></p>
		<p>2. Program Planning Records.</p> <p>Records in this series consists of 10-year implementation plans; forecasts; implementation program guidelines; roles and responsibilities; utilization records; and, other associated or related documentation.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3></p>
8440		<u>B. BALLOON AND SOUNDING ROCKET RECORDS</u>	
		<p>The records consist of data/information collected by the NASA facilities located at Palestine, Texas, and Poker Flat, Alaska (Atmospheric balloon programs). The facilities at Poker Flat, Wallops, and the White Sands Missile Range in New Mexico provide tracking and data acquisition for sounding rocket activities. Also included in this records series are the aeronautics program records consisting of data/information collected by the Flight facilities at Wallops Island and the Western Aeronautical Test Range.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3></p>
8430		<u>C. MISSION RECORDS</u>	

		Records in this series consist of materials and documentation on foreign and domestic spacecraft/ satellites, such as: Japan; Arian; and GOES (Geostationary Operational Environmental Satellite), and related documentation.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
8450		D. <u>SYSTEMS RECORDS</u> - STDN (Space Flight Tracking & Data Network)	
		Records in this series consists of, but are not limited to, equipment records used in support of the program, Beam Wave Guide (BWG), Global Positioning System (GPS), SEI (Solar System Exploration Initiative), and Level Zero processing.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
8420		Network Spaceflight Tracking and Data Network (STDN)	Contact Center Records Mgr.
8430		Mission Records	Contact Center Records Mgr.
8440		Balloons and Sounding Rockets	Contact Center Records Mgr.
8450		System Records	Contact Center Records Mgr.
8500		Environmental Management (General)	Contact Center Records Mgr.
8510		External Activities	Contact Center Records Mgr.
8520		Budget	Contact Center Records Mgr.
8530		Environmental Media	Contact Center Records Mgr.
8540		Pollution Prevention	Contact Center Records Mgr.
8550		Compliance	Contact Center Records Mgr.
8560		Restoration / Remediation	Contact Center Records Mgr.
8570		Conservation	Contact Center Records Mgr.
8580		National Environmental Policy Act (NEPA)	Contact Center Records Mgr.
8590		Management and Information Systems	Contact Center Records Mgr.
8600		Operations	(see below)
8600	24	OPERATING BRIEFING FILES (R&D)	

		Documents accumulated from periodic presentations to directors of operating programs for forecasts, trends, and results of the execution of operating programs. Included are presentation materials, memoranda of actions directed, records of questions and answers, and other documents relating to the briefing.	
		A. <u>ORIGINAL DOCUMENTATION</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
		B. <u>OTHER OFFICES/COPIES</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/106 OR 8/110. <N1-255-04-3>
8600	25	MISSION OPERATIONS	
		A. <u>VIDEO RECORDINGS</u>	
		JOHNSON SPACE CENTER -- ITEMS 1-4 (JSC ONLY)	
		1. Space Flight Imagery	
		Video tape recordings are classified as original field-sequential (FS) recordings, original NTSC records, original film transfer records, and dub master recordings. These records are limited to: Launch/Landings; Downlinks; and On-Board Recordings, the master tapes with all identifying information will be transferred to NARA.	
		(a) Launch and Landing Videos. (This series includes logbooks or initial scene list which includes a description, name(s) of people in video, equipment, and a brief synopsis of what is going on.) Transfer includes the original recording including the conversion to color.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		(b) Downlinks	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
	25	(c) On-Board Recordings.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>

		(d) Pre Mission and Post Mission Videos.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(e) Converted FS, NTSC, film transfers and working duplicates of (made within 2 years of the master) the above items (a) - (d).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		2. Test and Training Activities	
		(a) Videos in this series can include, but are not limited to, shuttle support, crew training, Wet-F (facility) training, etc.	RELEASE AND REUSE VIDEOTAPES 30 DAYS AFTER SPECIFIC ACTIVITY OR FILMING. <DA: NI-255-94-3>
		(b) Spacecraft and launch vehicle testing.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		3. Productions (scripted)	
		Records in this series are informational in nature or are documentary in nature, or are general information on routine training elements.	
		(a) Productions that document NASA activities and history.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		(b) Routine training videos.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		4. Documentaries (taped or live), press conferences, or special events.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		KENNEDY SPACE CENTER - ITEMS 5-8 (KSC ONLY)	
		5. Space Shuttle Program (SSP) [formerly the Space Transportation System (STS)] documentary motion picture, video, or film.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		6. STS Research and Development audiovisual products. Records include STS R&D coverage, training, and construction progress films. NOTE: Still photos are covered elsewhere under this item.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>

		7. Flight Element Engineering Closeout motion picture/video. NOTE: Still photos are covered elsewhere under this item.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
	25	8. 16 mm, 35 mm, and 70 mm Film/Print Footage STS Engineering. Film footage consists of day-to-day activities or events which may include any of the following in short clip film format, finished/raw footage, or short films:	
		Arrivals of various dignitaries; KSC conference proceedings, astronaut arrivals; some launch coverage; equipment rollouts (e.g., SRB, shuttle external tank); arrival of "new" shuttles or external tanks; ground breaking ceremonies for new facilities; and other miscellaneous daily activities.	
		(a) Original Film.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		(b) Copies of Film.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3> DONATE COPIES OF THE ORIGINAL FILM TO THE CUSTODY OF EITHER INSTITUTION:
			Kansas Cosmosphere and Space Center, Attn: Mr. Rick Donovan, 1100 N. Plum Street, Hutchinson, KS 67501 OR Brevard Community College, Attn: Mr. Robert A. Aitken, Provost, Cocoa Campus, 1519 Clearlake Road, Cocoa, FL 32922 <DA: N1-255-90-1>
		<u>B. STS VIDEO TAPES OF MINOR ACCIDENTS, MISHAPS, OR MALFUNCTIONS</u> (Major accident files are captured in Schedule 1, Item 119.) Original videotapes for STS 51L (Challenger) are captured under Item 30 of this Schedule.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		<u>C. STILL PHOTOS</u> (KSC ONLY)	

		1. Space Transportation System (STS) documentary stills. NOTE: Contact Installation Records Manager for Shipping Instructions.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		2. STS Research and Development still pictures of STS R&D coverage, training, and construction progress. NOTE: Contact Installation Records Manager for Shipping Instructions.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		3. Flight Element Engineering Closeout photos.	
	25	(a) Still Negatives.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(b) Electronic Images.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3> IMAGES WILL BE TRANSFERRED FROM THE ELECTRONIC REUSABLE MEDIA TO WRITE ONCE-READ MANY (WORM) MEDIA. ELECTRONIC REUSABLE MEDIA WILL BE RELEASED FOR REUSE UPON VERIFICATION OF IMAGE TRANSFER TO THE WORM MEDIA.
		<u>D. TECHNICAL ENGINEERING OPERATIONS AND SUPPORT FOR THE SSP (KSC ONLY)</u>	
		These KSC documents are utilized in the testing and verification of the SSP hardware. They include records pertaining to testing, inspection, maintenance, scheduling, checkout, and verification of flight operational readiness for on-board systems and ground support systems:	
		1. Processing Documentation Records relating to Problem Reporting and Corrective Action (PRACE, i.e., STS element problem reports (PRs), Interim Problem Reports (IPRs), Tile Problem Reports and interim reports, Tile Discrepancy Reports and Correction Action and Assistance Requests	

		(CAARs), Work Authorization Documents such as Operations and Maintenance Instructions (OMIs), Repetitive Task OMIs, Job Cards, Type B Test Preparation Sheets (TPS), Preventative Maintenance Instructions, Certification and Calibration Procedures, Instruction Change Requests, Work Orders and other working procedures. Also included are the operational processing schedules, trouble tickets, work control documents, test support operations, processing support plan, Operations and Maintenance Plan, Data Management, schedule and status summary and any engineering or operational logs. Technical configuration management requirements and change control documents should be included as well as Operations, Maintenance Requirements and Specifications (OMRS), any Requirements Change Notices or Waivers/Exceptions to these requirements. Any supporting or related documents to the above.	
		NOTE: Records pertaining to Safety and Reliability Reports, including Hazard Reports & Risk Assessments with regard to Shuttle Processing are maintained under AFS 1700. See Schedule 1 for records created in this series or Schedule 8 for Payload Safety.	
	25	(a) Specified records pertaining to the Orbiter, Space Shuttle Main Engines and Orbital Maneuvering System pods.	
		i. Paper records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		ii. Microfilm records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3> RETAIN AT KSC.
		(b) Records pertaining to the External Tank and Solid Rocket Boosters.	
		i. Paper Records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>

		ii. Electronic/Computer media collected during the buildup and processing phase. Data includes ultrasonics (case to insulation bond line inspection, inspectoscope (video inspection of joint metal parts), sine-bar (tang & clevis shaping data), temposonics (joint mating engagement data), leak check (joint seal integrity check) and the software package revisions for each of the stored data listed.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(c) Records pertaining to the Ground Support Equipment.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(d) Records pertaining to the Launch Processing System, facility support, complex control system, instrumentation and calibration and operational communication system.	
		i. Paper records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		ii. Microfilm	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3> RETAIN AT KSC.
		(e) Records pertaining to the Information Management Systems; Shuttle Processing and Data Management System (SPDMS); Process Engineering and Control System (PECS); Lockheed System Data Network (LSDN), and also including vendor-supplied documentation hardware and software standards, problem tickets, software release notices, review item disposition, functional requirements document, user guide(s), verification procedures, and associated documents.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
	25	(f) Official record copy of Operations and Maintenance Instructions not included in d. (1)(a). Records in this series include Launch Countdown; PAD aborts (S007); Flight readiness firings; Cryogenic Tanking Tests (S0037); Impound/accidents; and Special Tests. (Documents in this item are considered the OMI - 5 Volume Set.)	

		i. Paper records	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		ii. Silver Microfilm.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		iii. Diazo copy of microfilm.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(g) Photo contact sheets identifying still photos related to Items (a)-(d).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3> (NOTE: NEGATIVES OF PHOTO CONTACT SHEETS ARE INCLUDED UNDER 8/25C3a. OF THIS ITEM.)
		2. Design and Configuration Management (KSC ONLY)	
		Records relating to the design and configuration management support including Type A Test Preparation Sheets (TPS), Engineering Support Requests, Change Control Board Directives, Change Requests, engineering assessment and instructions, modification instruction packages, field engineering changes, configuration change assessments, control board meeting minutes and dispositions, and other similar documentation.	
		(a) Complex control system facility support and ground support equipment.	
		i. Paper records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		ii. Microfilm.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3> RETAIN AT KSC.
		(b) Launch Processing System and Information Management Systems (SPDMS, PECS, LSDN).	

		i. Paper records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/111. <N1-255-04-3>
	25	ii. Microfilm.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(c) Design drawings for ground support equipment.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		3. Magnetic Data Tapes - STS ONLY (KSC ONLY) These are tapes that are related to or are the LaunchProcessing System (LPS) pertaining to SpaceTransportation System processing, digital and analogmagnetic tape data.	
		(a) Tape data related to daily KSC test operations including instrumentation and calibration, and firing room test operations, and on-orbit recorded flight data.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(b) Tape data relating to launch countdown, flight readiness firing, tanking tests, pad aborts, flight control test, data, impound data, on-board flight recorder dumps, and master LPS operating system tapes, such as control check-out and monitor subsystem (CCMS), test configuration identification (TCID) save tapes, central data system (CDS), test configuration identification build tapes (TCID), control checkout and monitor subsystem/complex control system (CCMS/CCS) operating system tapes, and RPS data base save tapes utilized to support specified testing starting at T-8 to T+1 hour or end of drain back.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		(c) Tape data relating to landing and specific engineering save data. Also Virtual Address Extension (VAX) data tapes.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(d) Tape data relating to complex control system.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>

		(e) LPS operational data tapes which include save tapes, verified software, TCID save tapes, System Build Application Program Library Maintenance (APLM) transmit tapes, Vandenberg Air Force Base (VAFB) closeout magnetic tapes and related data.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(f) Data tape products and file space related to Flight Software Support including Mass Memory Patches, Shuttle Data Tape, Mass Memory Loads, Ground Support Equipment Kennedy Avionics Test Set (GSE KATS) load, Shuttle Data Files, Primary Avionics System Software/Backup Flight System (PASS/BFS) Memory Certification, Inertial Measurement Unit (IMU) Calibration, and, associated data.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
	25	(g) Data tapes related to LPS software development involving troubleshooting and debug. Also tapes associated with Information Management Systems; SPDMS, PECS, and LSDN.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(h) Instrumentation and Calibration Data.	
		(1) Related to booster stacking operations.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(2) Determined to be of significant value by KSC engineering.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(3) Data pertaining to adverse weather conditions.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(i) Hypergolic maintenance facility processing data related to Orbital Maneuvering System Podcheckout.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		4. Propellant Consumable Management (KSC ONLY)	
		These are records pertaining to propellant analysis reports and fluid sample analysis relevant to the STS program.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		5. Firing Room Testing Data (KSC ONLY)	

		Firing room records and test data are records/documents which accumulate daily or during testing.	
		(a) Launch processing system (LPS) records pertaining to shared peripheral data, line printer(s), hard copies, stripcharts, printer plotter, and related data.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(b) Launch processing system records created by Operations and Maintenance Instruction S9002 Integrated Data Requirements for engineering evaluation.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		6. Launch Processing System (LPS) Supporting Documentation (KSC ONLY) LPS documents pertaining to test configuration identification releases (TCID), software development problem reports, test preparation sheets, on-board computation facility data listing, master measurement lists, integrated system number release authorization, function designator directory listing, LPS release notices, goal expanded source listings, system build OMI data sheets, system build test configuration identification (TCID) generated listings, system build model listing, software verification procedures, reconfiguration network (RNET) documentation and associated records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
	25	7. Copies of Records, Microfilm, and Data Tapes Copies of records, documentation, microfilm, and data tapes contained in any of the above-cited records series maintained at any other installation(s) other than at Kennedy Space Center.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/106. <N1-255-04-3>
8600	26	FLIGHT READINESS FILES	
		This record series consists of Flight Readiness Review Files (FRR) (condensed and complete versions) of all documentation on all flights; pre-flight, and approved documentation for each project office for a flight to go, including documentation that led up to the decisions made. Also included may be project correspondence and related materials. FRR's are maintained and will be transferred via the four project offices that directly support the Shuttle Program Office. These offices are: (1) Space Shuttle Main Engine; (2) External Tank,	

		(3) Solid Rocket Booster, and (4) the Redesigned Solid Rocket Motor. [NOTE: Offices (3) and (4) were the same up to STS-26 at which time they were separated into 2 different offices.]	
		<u>A. FLIGHT READINESS FILES -- MSFC ONLY</u>	
		1. Flight readiness review files (FRR) for the National Space Transportation System (STS) 1 to STS-25 (including documentation on Challenger).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		2. Flight readiness review files for STS-26 and continuing flights.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3> RETAIN FRR's ON-SITE AT MSFC FOR 5 YEARS AFTER SUBJECT FLIGHT.
		3. All other installations and copies.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3>
		<u>B. CERTIFICATION OF FLIGHT READINESS (CoFR) AND FLIGHT READINESS REVIEWS FOR MANNED SPACE FLIGHT PROGRAMS AND PROJECTS</u>	
		1. Programmatic records such as Flight Readiness Review minutes, documentation presentation packages, action items and C of R endorsements. Cutoff date is date of document.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		2. Project/Organization unique records that support certification of flight readiness and flight readiness reviews. These include such records as presentations, meeting minutes, attendance/signature sheets and other supporting documentation. Cutoff date is date of document.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		3. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/112. <N1-255-04-3>

8600	27	<p>FLIGHT EXECUTION RECORDS These records/files consist of the total on-board complement of documentation and related aids available to the flight crews for flight execution. Materials include procedural checklists, integrated time lines, cue cards, malfunction and reference data, crew activity plans, and uplinked messages as well as decals, photos, and other specialized articles such as earth maps and star charts. These records also include documentation used to remotely command a manned space vehicle.</p>	
		<p><u>A. SPACE SHUTTLE PROGRAM (SSP) FLIGHT DATA FILE (FDF) RECORDS.</u></p> <p>The flown FDF consists of single, multiple or partial copies of hardcopy documents, dependent on crew requirements. Also some documents and other data are flown in electronic format. The record copy will consist of the flown items, except that a flight-like (backup) copy may be provided if a flown copy is no longer available. Hardware (including binding rings and non-paper covers) will be removed from the FDF complement prior to transfer to the Federal Records Center (FRC) and the National Archives and Records Administration (NARA).</p>	
		<p>1. Flights STS-1 through STS 51L (1981-1986) (NOTE: Flights 51C and 51J are Classified; and 51L is excluded. 51L records will be shipped with the Records being maintained in the JSC Data Repository.)</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3></p>
		<p>2. Flights STS-26 and continuing missions.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3></p>
		<p><u>B. FDF RECORDS PRIOR TO STS 1</u> (~21 boxes; 5/22/68 -12/21/77)</p> <ul style="list-style-type: none"> . Apollo 8 through Apollo 17 . Skylab 2 through Skylab 4 . Apollo-Soyuz Test Project (ASTP) . Shuttle Approach and Landing Test (ALT) 	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3></p>

		<p><u>C. INTERNATIONAL SPACE STATION (ISS) OPERATIONAL RECORDS</u></p> <p>Most records are flown electronically. Only emergency, quick response, and special crew requested procedures and articles are flown on paper. Multiple copies may exist, depending on program and crew requirements.</p>	
		<p>1. Short Term Plans, Flight Notes, procedural checklists,uplinked messages, payload operational data, systemsoperational data, cue cards, malfunction and reference data,and other data relevant to Station operations. Whereapplicable these records are maintained in PDF format andwill be transferred to the archives in that format.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3></p>
	27	<p>2. Routine documentation on board the ISS resulting fromword processing, spreadsheet and related applications,taken to, or reproduced on, the ISS from originals locatedon the ground and used for reference purposes by flightcrews. Examples include printouts, copies of procedures,and other routine records or files.</p> <p>[NOTE: Recordsselected by crew or Program for return to Earth, followdisposition instructions in Item 1.]</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3></p>
		<p>3. Records created with electronic mail applications.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/112. <N1-255-04-3></p>
8600	27.5	CREW RECOMMENDATION FILE	
		<p>A. This electronic database contains all recommendation of program improvements from space flight crews.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3></p>
		<p>B. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record for input to the Crew Recommendations electronic database.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/112. <N1-255-04-3></p>
8610		Operations	(see below)
8610	28	CONTRACTOR PERFORMANCE EVALUATION REPORT FILES R&D PROJECT NASA/DOD	

		Semiannual reports of the project manager for each major selected contract reviewed and commented upon by the contractor, and finally reviewed comprehensively at NASA Headquarters, including the final terminal report summarizing the whole period.	
		A. <u>PROJECT MANAGER'S FILE.</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		B. <u>HEADQUARTERS.</u> This file includes exchanges of correspondence with the contractor and Project Manager.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
8610	29	Operations program PROGRESS REPORT FILES - R & D	
		Reporting system for program scheduling and review (SARP) charts.	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY FOR THE REPORTS</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		B. <u>ALL OTHER OFFICES/COPIES</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3>
8620		Mission Reports	Contact Center Records Mgr.
8621		Mission Failure and Investigations and Reports	(see below)
8621	30	STS 51-L DATA REPOSITORY RECORDS	
		A. <u>JSC ONLY</u> This collection resides at Johnson Space Center and is known as the 51L Data Repository. The collection includes all impounded records from the STS 51 L accident and related data accumulated during and after the accident investigation(s). These files have been determined to be of significant value by the National STS Program Office and are used to satisfy inquiries associated with program activities. Included in the collection, but not limited to, are memos, letters, reports, photographs, film negatives, computer printouts, drawings, books, logs, notes, and data, video, and	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>

		voice tapes. Also included within this mixed media may be duplication of information as it has been migrated from one medium to another.	
		B. <u>ALL OTHER INSTALLATIONS</u> - Copies retained relating to the above series of records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3>
8630		Launch Operations	Contact Center Records Mgr.
8631		Launch Scheduling	Contact Center Records Mgr.
8632		Launch Dates	Contact Center Records Mgr.
8635		Launch Testing	Contact Center Records Mgr.
8640		Flight Operations	(see below)
8640	31	AUDIO TAPES - MANNED FLIGHTS/GROUND CONTROL	
		A. <u>MANNED SPACE FLIGHTS, GROUND CONTROL AND FLIGHT CREW COMMUNICATIONS (AIR TO GROUND) TAPES. (JSC ONLY)</u>	
		1. Master tapes with all identifying information (including migration tapes if older material has been changed over to new technology). (Program Office OR Office of Primary Responsibility for control of these tapes.)	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		2. All other offices/copies, including working duplicates which will be clearly marked.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3> RETAIN IN THE JSC PHOTOGRAPHIC AND TELEVISION TECHNOLOGY DIVISION VAULT.
		B. <u>SPACECRAFT AND LAUNCH VEHICLE TESTING INCLUDING SHUTTLE TESTING. (KSC ONLY)</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		C. <u>EXPENDABLE LAUNCH VEHICLE TESTING.</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>

8650	32	AIRCRAFT CREW MEMBERS QUALIFICATIONS AND PERFORMANCE RECORDS - NASA 10 ACMQ	
	32 PASR	Records in this system are of crew members of NASA aircraft which consist of (1) records of qualifications, experience, and currency, e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type aircraft, flight check ratings and related examination results, training performed and medical records; (2) flight itineraries and passenger manifests; and (3) biographical information.	RETAIN RECORDS IN AGENCY SPACE. DESTROY 5 YEARS AFTER CREW MEMBER SEPARATES FROM AGENCY. <DA: NI-255-94-3>
8650	33	KENNEDY SPACE CENTER (KSC) SHUTTLE TRAINING CERTIFICATION SYSTEM (YC 04) - NASA 76 STCS	
	PASR	Records contained in this system are of KSC Civil Service, KSC contractor, and DOD personnel who have received systems, skills, or safety training in support of KSC or Space Shuttle Operations. Records consist of training attendance and certifications, including certifications of physical ability to perform hazardous tasks.	OUTDATED RECORDS ARE DESTROYED. CURRENT RECORDS ARE MAINTAINED UNTIL 3 YEARS AFTER TRAINEE IS SEPARATED FROM NASA. <DA: NI 255-94-3>
8650	34	JOHNSON SPACE CENTER (JSC) ASTRONAUT TRAINING RECORDS	
	PASR	Records in this system are of astronaut training which consists of (1) T-38 and other flying records of qualification, experience, and currency; e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type of aircraft, flight check ratings and related examination results, training performed and medical records; (2) astronaut candidate records; (3) simulator training records; and (4) any records pertaining to overall astronaut training for space flights.	* PERMANENT * TRANSFER TO NARA 5 YEARS AFTER COMPLETION OF TRAINING PROGRAM, i.e., EACH SEPARATE TRAINING PROGRAM SUCH AS T-38, SIMULATOR, OR OVERALL TRAINING FOR A SPECIFIC MISSION. <DA: N1-255-94-3>
8650		Astronauts	(see below)
8650	35	ASTRONAUT SELECTION DATABASE (ELECTRONIC)	
		Electronic records consisting of the selection process and the names of those selected, including any other related materials maintained in the database.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>

8651		Payload Specialists	Contact Center Records Mgr.
8660		Range Integration and Support	Contact Center Records Mgr.
8670		Weather	Contact Center Records Mgr.
8680		Payloads-Management and Operations	(see below)
8680	36	PAYLOAD PROCESSING DOCUMENTATION (KSC ONLY)	
		A. <u>PAYLOAD PROCESSING</u> Payload records pertaining to Operations and Maintenance Instructions, Test and Assembly Procedures, Test and Inspection Records, Discrepancy Reports, Test Preparation Sheet, Assembly Orders, Fabrication Orders, Removal Control Cards, Contractor Unique Work Documents, and associated documentation.	
		1. Specified records (as cited above) which are mission and non -mission unique.	
		(a) Paper records.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/111. <N1-255-04-3>
	36	(b) Microfilm.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		2. Records pertaining to entry control logs, calibration and maintenance, data sheets, contamination analysis/cleaning, support requests, temperature/humidity charts, field engineering change, engineering instructions and associated documentation.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		3. Records pertaining to Operations, Maintenance, Requirements, and Specifications including Revision Change Notices and Exceptions/Waivers.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		B. <u>PAYLOAD SAFETY DATA.</u>	

		Records in this series consist of payload safety packages for Phase 0, I, II, and III safety reviews; non-compliance reports; and general correspondence for each STS payload and expendable launch vehicle NASA payload.	
		1. SAFETY OFFICE.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		2. PAYLOAD OFFICE. Files consist of documents designed for specific payload series, i.e., TDRS, etc.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		3. ALL OTHER OFFICES/COPIES.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/104. <N1-255-04-3>
		<u>C. PAYLOAD DATA TAPES/OPTICAL DISK DATA (KSC ONLY)</u>	
		These are the magnetic data tapes for the payload as it relates to the STS Program.	
		1. Automated test equipment/high rate data system tapes (Space lab).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		2. Cargo integration test equipment/CITE augmentation system data tapes.	
		(a) CITE Tapes.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		(b) CAS Tapes.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
	36	3. Payload checkout unit/high rate multiplexer input/output test set/partial payload checkout unit.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		4. Tapes relating to the storage of database operating system and magnetically archived data records for the Payload Data Management System.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105. <N1-255-04-3>
		5. Tapes relating to the storage of telemetry and tracking data from the launch of expendable launch vehicles (ELV).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>

8681		Shuttle Payloads	Contact Center Records Mgr.
8682		Expendable Launch Vehicles (ELVs (Satellites)	Contact Center Records Mgr.
8683		Space Station	Contact Center Records Mgr.
8700		Safety and Mission Assurance	(see below)
8700	36.5	SAFETY AND MISSION ASSURANCE	
		<p><u>A. SAFETY, RELIABILITY & QUALITY ASSURANCE (JSC ONLY)</u></p> <p>Records relating to risk, safety assessments, and certification for flight hardware (i.e., GFE, Payloads, EVA Hardware/Equipment, etc.). Cutoff date is end of calendar year.</p> <p><u>B. PROBLEM REPORTING AND CORRECTIVE ACTION (PRACA) REPORTS (JSC ONLY)</u></p> <p>Records consist of problems reported on hardware associated with flight and flight support equipment (i.e. Government Furnished Equipment, flight equipment, etc.). Cutoff date is end of calendar year.</p>	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/103. <N1-255-04-3></p> <p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/107. <N1-255-04-3></p>
		<u>C. QUALITY ASSURANCE SURVEILLANCE RECORDS</u>	
		1. Documents related to quality assurance audits, special studies, status reports, etc. including related correspondence and original forms which document the quality assurance daily work effort. Cutoff date is date of document.	HANDLE AS PERMANENT. RETENTION UNDER DISCUSSION WITH NARA.
		2. Documents related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and support contractor inspections and designated verification.	
		(a) Stamp audit documents.	DESTROY WHEN 10 YEARS OLD. <DA : N1-255-01-1>
		(b) Stamp issuance documents.	
		(1) NASA Civil Service and designated verification personnel. Cutoff date is date of document.	KEEP FOR AT LEAST 3 YEARS, THEN DESTROY 1 YEAR AFTER EXPIRATION OF STAMP SERIES OR LOT. <DA: N1-255-01-1>

	36.5	(2) NASA Support Contractor personnel. Cutoffdate is date of document.	KEEP FOR AT LEAST 3 YEARS, THEN DESTROY UPON CHANGE OF CONTRACT. <DA: N1-255-01-1>
		3. Electronic CopiesRecords that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-01-1>
See AFS 8715, Item 8/40.5	37	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION FILES	
	38	RADIOACTIVE MATERIALS INSPECTION AND TEST FILES Documents relating to the inspection of materials, premises, and facilities where radioactive, hazardous, and toxic materials are used or stored and documents pertaining to tests made of such premises, facilities, and radiation detecting or monitoring devices.	
		<u>A. OFFICE OF PRIMARY RESPONSIBILITY</u>	RETIRE TO FRC WHEN 6 YEARS OLD. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-3> (N 21-12)
		<u>B. ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-3>
8700	39	RADIATION MONITORING AND DISPOSAL FILES	
		Records maintained to conform with Nuclear Regulatory Commission (NRC)/Department of Energy (DOE) regulations regarding radiation monitoring and disposal. NOTE: Also see Schedule 1, AFS 1860. This AFS deals specifically with Radiological Health Records. [See Item 130,Schedule 1]	DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-3> (N 21-13)
8700	40	RADIOACTIVE MATERIALS LICENSE FILES	
		Documents relating to requests for issuance of, and compliance with, licenses for by-product, source, and special nuclear materials. Included are applications for license, approval documents, licenses, requests for, and approval of disapproval of, deviations, documents relating to changes in	DESTROY 10 YEARS AFTER EXPIRATION OR RENEWAL OF THE LICENSE, PROVIDED ALL MATERIAL PROCURED HAS BEEN DISPOSED OF. <DA: N1-255-94-3> (N 21-11)

		personnel authorized to receive and handle such materials, and related papers.	
8710		Safety and Mission Assurance Policy (General) (S&MA)	Contact Center Records Mgr.
8715		Occupational Safety and Health Program Application (OSHA)	(see below)
8715 Formerly AFS 8720, Item 8/37 in NPR 1441.1C	40.5	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION FILES Files consist of original letters of Citation & Notification of Penalty from the U.S. Department of Labor; Results of investigations; Modification Abatement Plan Requests; and Final Abatement Plan Documentation.	RETIRE TO FRC 5 YEARS AFTER DATE OF ABATEMENT/RESOLUTION. DESTROY 10 YEARS AFTER DATE OF ABATEMENT/RESOLUTION. <DA: NI-255-94-3>
8720		Reliability, Availability, and Maintainability Policy	(see below)
8720	41	HEALTH AND MEDICAL CASE HISTORIES OF ASBESTOS WORKERS	
		Health and medical case histories and physical examination records, including X ray films, for all asbestos workers (employees exposed to airborne concentration of asbestos fibers).	RETIRE WITH INDIVIDUAL EMPLOYEE HEALTH CASE FILES AS LISTED IN SCHEDULE 1, EMPLOYEE HEALTH RECORDS, OF THIS NPR. [GRS 1-21] (N 11-4d)
8730		Quality Management	(see below)
8730	41.5	CALIBRATION AND METROLOGY RECORDS	
		Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.	

		A. Calibration records of equipment used as inspection, measuring, or test equipment on Programs/Projects, Research and Development activities and internally to the Calibration & Metrology Facility as Calibration Standards.	
		1. Office of Record shall be the on-Center Calibration & Metrology Services Facility or the on-Center Government-owned metrology database. If no on-Center Calibration & Metrology Services Facility or Government-owned database exists, the Office of Record shall be the person to whom the equipment is assigned.	DESTROY 5 TO 10 YEARS AFTER THE EQUIPMENT IS EXCESSED OR NO LONGER IN NASA INVENTORY. <DA:N1-255-08-1>
		2. Copies held by Program and Project Offices	RETAIN PER RETENTION SCHEDULE FOR PROGRAM/PROJECT CASE FILE. SEE SCHEDULE 8, ITEMS 8/103, 8/107. <DA:N1-255-08-1>
		3. . All Other Copies (reference copies)	DESTROY WHEN NO LONGER NEEDED. <DA:N1-255-08-1>
		B. Documents used to demonstrate compliance with NASA Directive for Metrology and Calibration. Examples of records/documents may include, but are not limited to, internal and external audits, interval analysis, and calibration quality checks.	CUT OFF UPON AUDIT, ANALYSIS OR QUALITY CHECK. DELETE 5 YEARS AFTER CUT-OFF. <DA:N1-255-08-1>
8750		Software Management Assurance Policy	Contact Center Records Mgr.
8800		Real Property and Facilities	(see below)
8800	42	ASBESTOS RECORDS	
		The work plan which includes drawings, qualifications of personnel, and abatement procedures; notification of the work to be done to the regulatory agency; analytical reports from the laboratory verifying the levels of asbestos exposure; and, the final report by the abatement contractor to NASA.	RETAIN ON SITE FOR 30 YEARS THEN RETIRE TO FRC. DESTROY WHEN 55 YEARS OLD. <DA: N1-255-94-3>
8800	43	ENVIRONMENTAL RECORDS	

	43	Reports concerning the prevention, control, and abatement of air and water pollution at NASA facilities. This record series covers in generic terms miscellaneous records not covered under a specific item in this series.	
		<u>A. ENVIRONMENTAL REPORTS - MISCELLANEOUS</u>	
		Installation report to NASA Headquarters, and reports as compiled by Headquarters from the installation submissions.	
		1. Reporting Installation.	RETAIN ON SITE FOR 5 YEARS AND THEN DESTROY UNLESS THERE IS AN EARLIER DESTRUCTION AUTHORIZED EITHER IN THIS HANDBOOK BY SPECIFIC RECORD SERIES; CITATION IN THE CODE OF FEDERAL REGULATION (CFR); OR SOME OTHER APPROPRIATE REGULATORY AUTHORITY OR SPECIFIC STATE AGENCY GOVERNING SUCH RECORDS. <DA: NI-255-94-3> (N 18-13)
		2. Headquarters.	TRANSFER TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 6 YEARS OLD. <DA: NI-255-94-3>
		<u>B. RESOURCE CONSERVATION AND RECOVERY ACT RECORDS (RCRA)</u>	
		Records include correspondence concerning hazardous waste activities including Notices of Hazardous Waste activities; hazardous waste generators report(s); inspections, notices of violations and corrective actions, and treatment; storage and disposal facility audits; toxic chemical source reduction; recycling and solid waste management; used oil management and recycling; and, general correspondence about such activities.	

		1. Notices of Hazardous Waste Activity 2. Hazardous Waste Generators Report and Manifests.	DESTROY WHEN NOTICE HAS BEEN REVISED OR WHEN 3 YEARS OLD,WHICHEVER IS LATER.[AUTHORITY: 40 CFR]<DA: N1-255-94-3> DESTROY WHEN 3 YEARS OLD. [AUTHORITY: 40 CFR] <DA: N1-255-94-3>
		<u>C. TOXIC SUBSTANCE CONTROL ACT RECORDS (TSCA)</u>	
		Records include correspondence concerning polychlorinated biphenyls (PCB) and asbestos including records of PCBs in service; spills and clean-up records; PCB transformer inspections and PCB annual documents; notifications of asbestos removal; inspections; notices of violation and corrective actions; treatment, storage, and disposal facility audits; and, general correspondence about PCB and asbestos activities.	
	43	1. Records of PCBs in service (Report to EPA).	DESTROY WHEN 3 YEARS OLD.[AUTHORITY: 40 CFR] <DA: N1-255-94-3>
		2. PCB spills and cleanup records.	DESTROY WHEN 5 YEARSOLD. [AUTHORITY: 40 CFR] <DA: N1-255-94-3>
		3. PCB transformer inspections.	DESTROY 3 YEARS AFTER DISPOSAL OF RELATED TRANSFORMER. [AUTHORITY: 40 CFR/761.30] <DA: N1-255-94-3>
		4. PCB Annual Document.	DESTROY 5 YEARS AFTER STOPPING USE OR STORING OF PCBs.[AUTHORITY: 40 CFR/ 761.180] <DA: N1-255-94-3>
		<u>D. CLEAN WATER ACT</u>	
		Records include correspondence concerning all water resource activities including monthly discharge monitoring reports; local monitoring reports; permit applications, underground storage tanks; wells; wetlands; inspections; notices of violation and corrective actions; and, general correspondence about water and wetland resources.	

		1. Monthly discharge monitoring reports (LaRC ONLY).Underground storage tanks.	DESTROY RECORDS WHEN 3 YEARSOLD, EXCEPT CLOSURE
		Records consist of notifications of, release reports, corrective actions, and closure notifications.	NOTIFICATIONS WHICH ARE DESTROYED 3 YEARS AFTER CLOSURE OF THE RELATED TANK.[AUTHORITY: 40 CFR] <DA: N1-255-94-3>
		2. Monthly discharge monitoring reports (LaRC ONLY).	DESTROY WHEN 3 YEARS OLD.[AUTHORITY: HAMPTON ROADS SANITATION DISTRICT REGULATIONS AND STATE WATER CONTROL BOARD VIRGINIA] <DA: N1-255-94-3>
		3. Hampton Roads Sanitation District (HRSD) Self-Monitoring Reports (LaRC ONLY).	DESTROY WHEN 3 YEARS OLD.[AUTHORITY: HRSD REGS.] <DA: N1-255-94-3>
		4. Toxic management program records.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-3>
		5. Permits from any U. S. State Pollution Discharge Elimination System such as the Virginia Pollution Discharge Elimination System (VPDES) and HRSD.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-3>
		<u>E. CLEAN AIR ACT (LaRC ONLY)</u>	
	43	Records include correspondence concerning all air pollution activities including air source registrations and permits; "non-criteria" pollutants; inspections; notices of violation and corrective actions; and, general correspondence about air resources.	DESTROY WHEN 2 YEARS OLD.[AUTHORITY: STATE DEPARTMENT OF AIR POLLUTION CONTROL, VIRGINIA] <DA: N1-255-94-3>
		<u>F. SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA)</u>	
		Records include correspondence concerning Tier II Reports and Community-Right-to-Know activities; inspections; notices of violation and corrective actions; and, general correspondence about storage of hazardous materials.	DESTROY WHEN 3 YEARS OLD.[AUTHORITY: 40 CFR] <DA: N1-255-94-3>
		<u>G. COMPREHENSIVE ENVIRONMENTAL RESPONSE COMPENSATION AND LIABILITY ACT (CERCLA)</u>	

		Records include correspondence concerning contaminated site activities including Preliminary Assessments and Remedial investigations/feasibility studies; clean-up and remediation activities, site closure plans and activities; inspections; notices of violation and corrective actions; and, general correspondence about such activities.	RETIRE WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. [AUTHORITY: 40 CFR] <DA: N1-255-94-3>
		<u>H. NATIONAL ENVIRONMENTAL POLICY ACT</u>	
		Records include correspondence concerning Federal environmental assessment issues including environmental assessments, environmental analyses; environmental impact statements; press releases and public comments on impact statements, environmental consideration records; and general correspondence about such activities.	DESTROY WHEN 5 YEARS OLD. [AUTHORITY: COUNCIL ON ENVIRONMENTAL QUALITY (CEQ)] <DA: N1-255-94-3>
		<u>I. SPECIAL AGREEMENTS</u>	
		Records include correspondence concerning special agreements or actions Federal, State, and local regulatory agencies including Federal Facility Compliance Agreements (FFCA); consent agreements; interagency agreements; notices of non-compliance with such agreements; corrective actions; and, general correspondence about such activities.	DESTROY 7 YEARS AFTER COMPLETION OF EXISTING FEDERAL FACILITIES COMPLIANCE AGREEMENT WITH EPA APPROVAL. [AUTHORITY: FFCA] <DA: NI-255-94-3>
		<u>J. ROUTINE CORRESPONDENCE - ENVIRONMENTAL ENGINEERING (LaRC ONLY)</u>	
		Records include routine correspondence with other NASA centers Headquarters, and regulatory agencies such as U.S. Environmental Protection Agency; State Water Control Board; Hampton Roads Sanitation District, Virginia Department of Waste Management; Fish and Wildlife; and, the Virginia Department of Health.	DESTROY WHEN 3 YEARS OLD UNLESS OTHERWISE DICTATED OR SPECIFIED BY FEDERAL, STATE, OR LOCAL REGULATORY AGENCY WHICHEVER IS LONGER. <DA: N1-255-94-3>
8800	44	WIND TUNNEL FILES	
	44	<u>A. WIND TUNNEL FACILITY - R&D PROJECT (MSFC ONLY)</u>	

		Records in this series are historical and experimental data from wind tunnel tests run on a 14-inch Trisonic Wind Tunnel and the High Reynolds Number Wind Tunnel. Tests were "force" test data with respect to: (1) 14" data on mock model shuttle and (2) High Reynolds data on solid rocket booster motor. Data is submitted and filed by the associated tunnel used and test number for both facilities. NOTE: This is a CLOSED Series. Dated: 1970-1985 ~ 56 cu. ft.	RETIRE TO FRC UPON APPROVAL OF THIS SCHEDULE. DESTROY IN THE YEAR 2005.[Supersedes N1-255-92 Chg] <DA: NI-255-94-3>
		<u>B. NATIONAL TRANSONIC WIND TUNNEL (1980 - 1990) (LaRC ONLY)</u>	
		Records in these files (both inactive and active) consist of case files which include but are not limited to Work Packages, which are the instructions and specifications on maintenance/ operations, configuration, and how to operate the structure, including wind tunnel test files which include the results of tests, drawings, models, fabrication and design, and specifications from start to finish of the project. NOTE: This is a CLOSED Series. The Wind Tunnel was demolished over a 5-year period. There is currently 10 years of records on-hand.	RETIRE TO FRC UPON APPROVAL OF THIS SCHEDULE. DESTROY IN THE YEAR 2005. <DA: N1-255-94-3>
		<u>C. WIND TUNNEL RECORDS - GENERAL</u>	
		Records in these files (both inactive and active) consist of case files which include but are not limited to work packages, instructions and specifications on the maintenance and operation, configuration, and how to operate the structure; and, wind tunnel test files, which include the results of tests, drawings, models, fabrication and design, and specifications from start to finish.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/107. <N1-255-04-3>
8800	45	FACILITIES PROJECT CASE FILES	
		Documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization	

		<u>A. OFFICE OF PRIMARY RESPONSIBILITY - HEADQUARTERS.</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
		<u>B. ALL OTHER OFFICES/COPIES.</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/104 OR 8/108. <N1-255-04-3>
8800	46	PLANT ACCOUNTING FILES	
		Plant account cards and ledgers pertaining to structures. Files of units responsible for plant, cost, and stores accounting operations.	DESTROY WHEN 3 YEARS OLD. [GRS 8-1 (88)] (N 5-1)
8810		Land and Improvements	(see below)
8810	47	AGENCY SPACE FILES	
		Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.	
		A. Building plan files and related agency records utilized in space planning, assignment, and adjustment.	DESTROY 2 YEARS AFTER TERMINATION OF ASSIGNMENT, OR WHEN LEASE IS CANCELLED, OR WHEN PLANS ARE SUPERSEDED OR [GRS 11-2a] (N 18-3)
		B. Building space utilization report; annual reports of space utilization of all buildings, including numbers of people, areas, and purposes for which used (NASA Form 1400).	DESTROY 2 YEARS AFTER DATE OF SUBMISSION TO HEADQUARTERS. <DA: N1-255-94-3>
		C. Installation or facility records consisting of institutional housing requirements; quarterly real property inventory; and real property summary reports.	DESTROY 2 YEARS AFTER DISPOSAL OF INSTALLATION OR FACILITY. <DA: N1-255-94-3>
		D. Installation real property inventories, trailer reports, and rental of real property reports submitted by program offices and/or installations	RETAIN CURRENT AND PREVIOUS FISCAL YEAR REPORTS. DESTROY ALL OTHERS. <DA: N1-255-94-3>
		E. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.	

		1. Agency reports to the General Services Administration, including SF 81, Request for Space, and related documents, concerning space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers.	DESTROY WHEN 2 YEARS OLD. [GRS 11-2b]
		2. Copies in subordinate reporting units and related work papers.	DESTROY WHEN 1 YEAR OLD. [GRS 11-2b]
8810	48	REAL PROPERTY FILES	
		A. CONSTRUCTION FILES	
		1. STUDIES Studies relating to real property together with background papers showing inception, scope, and accomplishments. Intermediate and pre-final, and space plans of Federal structures and engineering projects. Cut off date is date of record.	
		(a) Selected studies that are considered unique in character.	MAY RETIRE TO FRC WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. DESTROY WHEN 30 YEARS OLD. <DA: N1-255-00-1> (N 18-4)
	48	(b) Routine studies of temporary nature.	RETAIN FOR 3 YEARS, THEN DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-00-1>
		(c) Records and files NOT included under Item 44 (Wind Tunnel Files) of this schedule.	MAY RETIRE TO FRC WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-00-1>
		2. ACTUAL CONSTRUCTION Construction office files consisting of documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization, intermediate, and prefinal, final working, "asbuilt," shop, repair and alteration, contract, and standard drawings, project	

		<p>specifications, with associated documents relating to their preparation of Federal structures and engineering projects.</p> <p>NOTE: The sub-items below need to be separated by disposition before transfer to the FRC.</p>	
		<p>(a) Unique buildings/facilities, such as the Vertical Assembly Building (VAB); Pads A & B; Space Station Facility; etc.</p>	<p>*PERMANENT*</p> <p>RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS. TRANSFER TO NARA 8 YEARS AFTER COMPLETION OR FINAL PAYMENT.</p> <p><DA: N1-255-00-1></p>
		<p>(b) Routine office/lab buildings/facilities.</p>	<p>RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS. DESTROY WITHIN ONE YEAR AFTER DEMOLITION OF STRUCTURE.</p> <p><DA: N1-255-00-1></p>
		<p>3. PHOTOS/VIDEO Construction photos taken during the construction process consisting of in-progress, interim, and final shots of a facility AND NOT included in the official numbered installation photo collection.</p>	
		<p>(a) Unique building/facilities (see "actual Construction" above).</p>	<p>*PERMANENT*</p> <p>FILE WITH THE ACTUAL CONSTRUCTION CASE FILE. RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS. TRANSFER TO NARA 8 YEARS AFTER COMPLETION OR FINAL PAYMENT.</p> <p><DA: N1-255-00-1></p>

48		(b) Routine office/lab buildings/facilities.	RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS. DESTROY WITHIN ONE YEAR AFTER DEMOLITION OF STRUCTURE. <DA: N1-255-00-1>
		<u>B. INSTALLATION RECORDS - LEASES, DRAWINGS, ETC.</u>	
		1. Records consist of easements, leases, licenses, permits, and agreements which have been terminated or have expired; installation brochures and historical data; appraisal reports; correspondence pertaining to installation; industrial facilities data; and real property disposal documents.	*PERMANENT* MAY RETIRE TO FRC 2 YEARS AFTER DISPOSAL OF INSTALLATION. TRANSFER TO NARA 25 YEARS AFTER DISPOSAL OF INSTALLATION. <DA: N1-255-00-1> (N 18-2)
		2. Drawings, correspondence, reports, and all other documents maintained by installation of primary responsibility relating to design and construction of facilities, including maps, layouts, building plans, water and drainage systems, alterations, additions, betterments, and removals made to property and all other pertinent information.	*PERMANENT* MAY RETIRE TO FRC 2 YEARS AFTER DISPOSAL OF PROPERTY. TRANSFER TO NARA 25 YEARS AFTER DISPOSAL OF PROPERTY. <DA: N1-255-00-1> (N 18-12)
		3. NASA Base Operations Contractor Project Control Board Files	
		(a) Approved, disapproved and cancelled Approved Work Order Numbers held by the contractor for NASA. Records in this group include but are not limited to copies of proposed Task Orders and Board Minutes.	DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT OF THE CONTRACT. <DA: N1-255-00-1>
		(b) All other copies of records described in (a) above held in NASA Offices. Cut off date is date of record.	RETAIN FOR 3 YEARS, THEN DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-00-1>

		4. Work Authorization Packages For New or Modified Facilities Record copy of individual files, controlled by Work Authorization Package (WAP), pertaining to changes in configuration of physical structures, new or modified, and unique work activities on assigned facilities, systems and equipment within the contractual cost/scope limits provided to the Base Operations Contract. (Series includes both NASA-held and Contractor-held Government owned records.) Cut off date for file is date of WAP document in file.	
		(a) Approved WAPs.	MAY RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-00-1>
		(b) Disapproved and cancelled WAPs.	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-00-1>
	48	C. <u>REPORTS - REAL PROPERTY</u>	
		Records consisting of the record copies of real property reports to GSA; inventory reports of jurisdictional status of Federal areas within states; report of NASA total facilities; report of NASA industrial facilities; and report of in-house facilities. Cut off date is date of report.	RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE. DESTROY WHEN 20 YEARS OLD. [HISTORY OFFICE MAY RETAIN INDEFINITELY FOR REFERENCE.] <DA: N1-255-00-1>
		D. <u>MASTER PLANS</u>	
		1. Installation files (one copy of each revision should be maintained in the historical files for facilities management).	*PERMANENT* RETIRE TO FRC UPON DISCONTINUANCE OF INSTALLATION OR FACILITY. TRANSFER TO NARA 25 YEARS AFTER DISCONTINUANCE OF INSTALLATION OR FACILITY. <DA: N1-255-00-1>
		2. NASA Headquarters copy. Cut off date is date of record.	RETAIN FOR 3 YEARS, THEN DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-00-1>
		E. <u>TITLE PAPERS</u>	

		Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), including any payment or voucher records.	
		1. Papers for property acquired prior to January 1, 1921.	*PERMANENT* TRANSFER TO NARA AFTER UNCONDITIONAL SALE OR RELEASE BY THE GOVERNMENT. <DA: N1-255-94-3> (N 18-1)
		2. Papers for property acquired after December 31, 1920, other than abstract or certificate of title.	DESTROY 10 YEARS AFTER UN-CONDITIONAL SALE OR RELEASE BY THE GOVERNMENT OF CONDITIONS, RESTRICTIONS, MORTGAGES, OR OTHER LIENS. [GRS 3-1a]
		3. Abstract or certificate of title	TRANSFER TO PURCHASER AFTER UNCONDITIONAL SALE OR RELEASE BY THE GOVERNMENT OF CONDITIONS, RESTRICTIONS, MORTGAGES, OR OTHER LIENS. [GRS 3-1b]
		4. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that	TRANSFER TO NEW CUSTODIAN UPON COMPLETION OF SALE, TRADE, OR DONATION PROCEEDINGS, OR ACCEPTANCE OF PURCHASE MONEY MORTGAGE. [GRS 4-4]
	48	the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance,	

		and (c)that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	
		NOTE: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. NASA must schedule these series by submitting a SF 115 to NARA.	
		<u>F. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</u>	
		Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
		1. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are only to produce the record keeping copy.	DESTROY/DELETE AFTER THE RECORD KEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-1>
		2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.	DESTROY/DELETE AFTER DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <DA: N1-255-00-1>
8811		Acquisition	Contact Center Records Mgr.
8812		Utilization and Management	Contact Center Records Mgr.
8813		Transfer of / Disposal	Contact Center Records Mgr.
8814		Housing and Personnel Quarters	(see below)
8814	49	HOUSE APPLICATION FILES	

		A. Applications for, and certificates of eligibility for housing of essential employees, and all related documents.	DESTROY 5 YEARS AFTER THE ISSUANCE OF EACH CERTIFICATE. <DA: N1-255-94-3> (N 15-31)
		B. Forms requesting agency assistance in housing matters, such as rental or purchase.	DESTROY WHEN 1 YEAR OLD. [GRS 1-25e]
8814	50	WALLOPS FLIGHT FACILITY BASE HOUSING TENANT RECORDS - NASA 53 BHTR	
	PASR 50	Records in this system consist of housing rental agreements, records of rent receipts and records of dormitory occupants.	DESTROY WHEN 30 YEARS OLD UNLESS AUTHORIZED BY ANOTHER SERIES IDENTIFIED WITHIN THESE SCHEDULES. <DA: N1-255-94-3>
8814	51	WHITE SANDS TEST FACILITY FEDERAL HOUSING ADMINISTRATION (FHA) 809 HOUSING PROGRAM - NASA 73 FHAP	
	PASR	Records in this system consist of WSTF Civil Service and contractor personnel who have applied for FHA 809 housing. Records contain personal data (i.e., name, address, home phone, age, etc.), realtor, mortgage, and employment data.	CERTIFICATES ARE HELD FOR 5 YEARS AFTER ISSUANCE AND THEN DESTROYED. INDEX CARDS ARE RETAINED IN AGENCY SPACE UNTIL 50 YEARS OLD AND THEN DESTROYED. <DA: N1-255-94-3>
8820		Construction of Facilities (C of F)	(see below)
8820	52	SHOP PLANNING AND LAYOUT FILES Documents reflecting the layout, location, and comparable data relative to manufacturing space, machinery, and equipment.	DESTROY WHEN SUPERSEDED OBSOLETE, OR WHEN 10 YEARS OLD WHICHEVER IS LATER. <DA: N1-255-94-3> (N 20-10)
8820	53	FEDERAL STRUCTURES DESIGN FILES	
		Preliminary and presentation drawings and models of Federal structures and engineering projects. Includes design criteria, trade-off studies, and estimates of cost.	
		<u>A. FILES SELECTED FOR ARCHITECTURAL, HISTORICAL, AND TECHNOLOGICAL SIGNIFICANCE</u>	(N 18-10)

		1. Drawings	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		2. Models	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		B. <u>AUTHORIZED PROJECTS</u>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		C. <u>UNAUTHORIZED PROJECTS.</u>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		D. <u>DRAWINGS/SPECIFICATIONS - ACTIVE/ON-GOING FACILITIES</u> Files consist of drawings, specifications, copies of experimental, preliminary, final drawings, and calculations for C of F construction.	
		1. Original drawings/specifications and calculations.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
	53	2. Voided drawingsThese files consist of original voided drawing obsolete, cancelled, replaced or modified) that have been replaced by redrawn or revised sheets for facilities, systems, and equipment.	
		(a) Hard copy drawing	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		(b) Microfilm copy	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		3. Historical drawingsRecords in this series consist of the above 2 categories but are considered unique and have some historical importance.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		4. Silver halide aperture cards of original drawings and/or microfilm of specifications.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		5. All other office/copies of the above records.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
8820	54	C of F CONSTRUCTION/DESIGN FILES - CORPS OF ENGINEER (KSC ONLY)	

		Records in this "CLOSED" series of records date from 1955 to 1970 and consist of Corps of Engineer Invitation for Bid files which are not maintained elsewhere at KSC. At the time of creation the NASA Procurement Office did not originate these files. NOTE: This is a CLOSED series of records. Current accumulation on-hand 75 cubic ft.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
8820	55	C of F PROJECTS FINAL REPORTS	
		Records in this series includes final reports for: * Completed Projects * Cancelled or Terminated Projects * Suspended Projects	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
8821		General	Contact Center Records Mgr.
8822		Criteria and Standards	Contact Center Records Mgr.
8823		Design and Engineering	Contact Center Records Mgr.
8824		Cost Estimation	Contact Center Records Mgr.
8825		Inspection, Supervision, and Acceptance	Contact Center Records Mgr.
8826		Major Construction	Contact Center Records Mgr.
8827		Minor Construction	Contact Center Records Mgr.
8828		Alterations and Repairs	Contact Center Records Mgr.
8830		Maintenance, Repair, and Operation of Facilities	(see below)
8830	56	REPAIR AND UTILITY FILES	
		<u>A. REPAIR AND UTILITY WORK ORDERS</u>	
		Requests for repairs and orders, including correspondence, drawings, worksheets, standing work orders, and all related materials.	
	56	1. Office of primary responsibility.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-3> (N 18-16)
		2. All other offices/copies (EXCLUDING fiscal).	DESTROY ON COMPLETION OF WORK. <DA: N1-255-94-3>

		B. <u>MAINTENANCE RECORDS</u>	
		1. Documents showing maintenance performed and required on systems and plants, including Preventive Maintenance Instructions (PMI) and Preventive Maintenance Action Requests (PMAR).	
		(a) Paper.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-3> (N 18-14)
		(b) Database.	DELETE WHEN NO LONGER NEEDED. <DA: N1-255-94-3>
		2. General Facility Records (WSTF ONLY) Records contained in this series consists of maintenance, repair, and documentation on power supply, water, gas, cryogenics, and other related services for the support of the test stand facility. Included are general maintenance records and other bills related to these facilities.	DESTROY RECORDS WHEN 3 YEARS OLD, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-90-4>
		C. <u>UTILITY OPERATING LOG</u>	
		Logs showing operations of utilities including temperature, humidity, pressure, and other such readings.	DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-3> (N 18-15)
8831		General	Contact Center Records Mgr.
8832		Criteria and Standards	Contact Center Records Mgr.
8833		Inspections	Contact Center Records Mgr.
8834		Structure and Equipment	(see below)
8834	56.5	LIFTING EQUIPMENT Records concerning design, inspection and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware attached to lifting equipment).	
		A. <u>DESIGN RECORDS</u> Includes review and approval of configuration changes, certification packages, acceptance inspection, and test records, including the associated nonconformance and corrective actions.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.

		B. PERIODIC INSPECTION AND TEST RECORDS Records of required periodic inspection/testing activities, including associated nonconformance and corrective action reports. Cutoff is date of inspection.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
	56.5	C. SERVICING RECORDS Records documenting maintenance and adjustment activities performed for lifting equipment. Cutoff date is date of service activity.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		D. PRE-OPERATION INSPECTION RECORDS Checklists of pre-operation inspections completed by operators prior to daily operation of the equipment. Cutoff date is date of inspection.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
8835		Grounds and Appurtenances	Contact Center Records Mgr.
8836		Utility Systems	Contact Center Records Mgr.
8837		Refuse Collections and Disposal	Contact Center Records Mgr.
8838		Fire Protection and Fire Fighting	Contact Center Records Mgr.
8839		Plant Support Services	Contact Center Records Mgr.
8850		Logistics	Contact Center Records Mgr.
8900		Program Medical Support	(see below)
8900	57	ASTRONAUT MEDICAL REPORTS/RECORDS	
		Health and medical case histories, and physical and environmental records, biomedical data pertaining to NASA astronauts, including space flight (mission) data, i.e., astronaut medical testing results, flight and ground-based data collected from astronauts and civilians including procedures, correspondence, log books, strip charts, etc.	* PERMANENT * RETIRE RECORDS TO FRC WHEN ASTRONAUT IS SEPARATED FROM THE PROGRAM/AGENCY. TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: N1-255-94-3> (N 11-4c)
		NOTE: Medical records for the astronauts are kept all together, ground medical/routine as well as space flight medical This information is maintained by astronaut name in one complete medical history case file.	
8900	58	MEDICAL RECORDS - TEST SUBJECTS	

		Records in this series consist of medical records of test subjects under contract to NASA which include documentation of physical exams, diagnosis, treatment, and tests given in order for the individual to participate as a "test" subject in R&D Project medical tests.	DESTROY 75 YEARS AFTER BIRTH DATE (DOB), OR 60 YEARS AFTER DATE OF EARLIEST DOCUMENT IN THE FOLDER IF DOB CANNOT BE ASCERTAINED, OR 30 YEARS AFTER CONTRACT HAS BEEN COMPLETED/TERMINATED WHICHEVER IS LATER. <DA: N1-255-94-3>
8910		Care and Use of Animals	Contact Center Records Mgr.
59-100	RESERVED		
	101-113	PROGRAM AND PROJECT RECORDS	

What items 101-113 cover. These items designate appropriate retention of NASA program and project records produced through compliance with NPR 7120.5 or other authorized project management practices. It provides for permanent retention of substantive and historically significant records, and temporary retention of other records until the Agency no longer needs them. The terms "program" and "project" are defined in the current versions of NPD 7120.4 and NPR 7120.5. This schedule applies to all activities performed as part of programs/projects whether designated "tasks," "work packages," or other terminology.

What items 101-113 do not cover. Records generated by some supporting activities such as procurement, financial management, property and supplies, personnel administration, and legal and patent issues are covered by other NASA records schedules. Questions about which schedules apply to specific records should be addressed to the Center Records Manager.

Office(s) of Record. As used in these items, Office of Record refers to that office holding the official record copy of a specific record when multiple copies are used across offices, projects and centers. Most typically this is the office that creates and maintains the record, although specific offices may be designated, when appropriate, to hold official records generated across the program or project. In some cases there may be more than one official copy of a record when it has separate independent functions in different organizations.

Media. Items 101-113 cover records in any and all media, in any and all formats, and produced using any and all tools. Records may include, but are not limited to, word processing documents, presentation materials, statistical data, test data, spreadsheets, databases, e-mail, e-messages, photographic materials, audio materials, film and video materials, drawings, and artwork.

How to use the Notes. Notes 1, 2, and 3 list documents perceived to have permanent, long-term temporary, or short-term temporary value, respectively. These lists are intended to be inclusive rather than exclusive. They are to assist in selection, not to preempt selection. Program/project staff must exercise case-by-case judgment to ensure that permanent records are identified and retained while other records are destroyed appropriately. In cases of doubt about what item to apply, users of this schedule should contact their center records manager.

Item	If the records pertain to	and consist of	which are	then the records are
101	programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or engineering knowledge, integrate proven technology into new products, or are/have been subject of widespread media attention or Congressional scrutiny.	records essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life. Note 1 contains a list of eight stages and potential records that might be created in each.	held at office of record	permanent. Cut off records at close of program/project or in 3-year blocks for long term programs/projects. Transfer to records center storage. Transfer to National Archives 7 years after cutoff. Special media records will be transferred in accordance with 36 CFR S 1228.270 (electronic records), 36 CFR S 1228.266 (audiovisual records), 36 CFR S 1228.268 (cartographic and architectural records), and/or current transfer instructions specific to individual formats. < N1-255-04-3>
102			all other copies	temporary. Destroy/delete when no longer needed. <N1-255-04-3>

103		records not required for documenting the history of the program/project as described in item 101, but which have operational value to the Agency throughout the life of the program/project.	held at office of record	temporary. Destroy/delete between 5 and 30 years after program/project termination. See Note 4. <N1-255-04-3>
104		Note 2 contains examples that might be created in each program/project stage.	all other copies	temporary. Destroy/delete when no longer needed. >N1-255-04-3>
105		all other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	held at office of record	temporary. Destroy/delete when between 2 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4. <N1-255-04-3>
106			all other copies	temporary. Destroy/delete when no longer needed. <N1-255-04-3>
107	programs/projects that do not meet the criteria stated in Item 101.	records of programs/projects that have operational value to the Agency throughout the life of the program/project. Notes 1 and 2 contain listings of records that may be included.	held at office of record	temporary. Destroy/delete between 5 and 30 years after program/project termination. See Note 4. <N1-255-04-3>
108			all other copies	temporary. Destroy/delete when no longer needed. <N1-255-04-3>

109		all other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	held at office of record	temporary. Destroy/delete when between 2 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4. <N1-255-04-3>
110			all other copies	temporary. Destroy/delete when no longer needed. <N1-255-04-3>
111	hard copy originals used to create imaged record copy on microfilm or electronic media	by definition duplicate materials because record copy is retained in another medium	held anywhere	temporary. Destroy/delete after (1) verification of microfilm or electronic record copy and (2) if record copy is electronic, verification that plans and procedures are in place to migrate records to accessible hardware and software as necessary throughout their retention period. <N1-255-04-3>
112	electronic copies of records created using electronic mail, messaging systems, paging systems and word processing applications and used solely to generate a recordkeeping copy of the records covered by the other items	copies that have no further administrative value after recordkeeping copy is created for retention under items 101, 103, 105, or 107. Includes copies maintained by individuals in personal files, personal electronic mail	held anywhere	temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced. <N1-255-04-3>

	in this schedule. Also includes electronic records created and maintained for the purpose of updating, revising, or disseminating.	directories, or other personal directories including those on hard disk, network drives, shared drives, and all other electronic applications that are used only to produce the recordkeeping copy.		
113		copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	held anywhere	temporary. Destroy/delete when dissemination, revision, or updating is completed. <N1-255-04-3

/tr>

Note 1. Records covered by Items 101, 102, 107 and 108 potentially created in the stages of a project/program's life are those essential for future studies of a program or project. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgements by those familiar with a program/project's development and accomplishments. Included are:

Records created at multiple stages

- Agendas, minutes and briefing materials of substantive meetings
- Budget and actual cost data (final figures)
- Directives
- Hazard, risk and safety analyses/assessments
- Independent and non-advocate reviews and assessments
- Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.
- Mission success criteria
- Newsletters and bulletins
- Partnering agreements
- Press releases
- Products of collaborative tools used to track or facilitate progress
- Program/project plans, including annual Program Operating Plans
- Public relations materials
- Requirements documents including: baseline system, data, software, interface, integration, testing, design, operations, performance, science and acceptance
- Testing and Operations Plans (i.e.: verification, integration, handling,

transportation, storage, support systems, facilities, logistics, qualification, quality, reliability, acceptance, and science)

- Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding aids
- Substantive correspondence, memos, e-mails, photographs, and presentation materials.

Formulation. Records defining scope, objectives, technical performance requirements, cost, and schedules of program/project prior to initial formal approval, including:

- Approval documents of opportunity (including research opportunity)
- Art work and drawings produced to illustrate concepts or designs
- Concept/configuration options and decision packages
- Concept definition documents
- Estimates of budget and schedule options
- Infrastructure and program/project needs assessment
- Mission needs statement, and other mission needs documents
- Preliminary configuration layouts
- Preliminary operations plans
- Procurement/acquisition plan
- Program/project formulation authorizations
- Requests for proposals
- Statements about analysis of program/project value
- Studies of available technology, conceptual options, feasibility trades, and sensitivity
- Technology availability/readiness assessments

Approval. Records documenting program/project as initially approved, and subsequent changes resulting from iterative process of defining concepts and requirements, including:

- Approval status tracking and control files
- Authorization/approval documents
- Commitment agreements
- Evaluation reviews
- Intra-NASA center and external memoranda of understanding or agreement

Design development. Records containing comprehensive information about design and development process, requirements, products, performance, and review, including:

- Design and development plan
- Design concept verification studies and reports
- Operating plan
- Verification of design concept studies and reports

Manufacture, fabrication and assembly. Records that provide significant documentation of the construction, final assembly, and acceptance of as-flown hardware or as-operated ground-based experiments and any major changes to the original approved design, including:

• Acceptance and final review materials, packages for hardware

eligible for museum display

- Configuration inspection reviews
- Manufacturing plans

Pre-launch system integration and verification. Records that provide significant documentation of the process used to verify that a spacecraft is ready for launch, or a ground-based experiment is ready for operation,

including:

- Certification reports
- Flight readiness review materials
- Operations plans for testing, integration, calibration, interface, and reliability
- Requirements documents for testing and verification
- Test and operations plans: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, and quality/reliability
- Test readiness review materials
- Verification plans

Implementation and operations. Records that provide significant documentation about how a mission/experiment was conducted,

including:

- Finding aids
- Engineering and operations manuals
- Engineering data necessary to establish operation of technical sub-systems
- Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication
- Flight crew and mission controller reports or notes, audio tapes and imagery
- Flight data files and timelines
- Flight procedures manuals
- Imagery in any format of mission operations
- In-flight or on-orbit anomaly investigation reports and flight notes
- Standards

Observational data. Records containing physical sciences observational data created by both space- and earth-based platforms that are unique and cannot be extrapolated from other data sets or observations at a

reasonable cost, including:

- Instrument operations
- Copies of processed data and metadata, its analysis, and proposals for analysis, and related finding aids
- Laboratory notebooks and logbooks
- Proceedings
- Studies and reports

Evaluation and termination. Records documenting results of program/project, specific manned or unmanned flight or experiment upon

completion, including:

- Analyses of mission results

- Final mission or experiment reports
- Lessons learned studies
- Mission/experiment reports (preliminary and final)
- Mission failure or accident investigation records
- Publications and conference proceedings
- Restart notes
- Substantive notes of scientists and other personnel not incorporated in other records
- Summaries of accomplishments and problems
- Termination notifications and related justifications

Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgements by those familiar with a program/project's development and accomplishments. Included are:

- ~~Records created at multiple stages:~~
- Configuration management control documentation including change requests and dispositions
 - Correspondence, memos, and e-mails related to any records described in Note 2
 - Interface control documents
 - Minutes of all Program Control Boards
 - Open action tracking files not included in major milestone review documentation
 - Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages)
 - Problem reporting and corrective action reports
 - Quality assurance audit reports
 - Specifications and drawings of superseded systems with no historic interest, and related finding aids
 - Waivers
 - Work instructions and work authorization documents

~~Formulation, including:~~

- Audits
- Concept verification testing data
- Environmental impact studies
- Technical evaluations of proposals
- Technology readiness demonstration results

~~Approval, including:~~

- Configuration audits

- Failure modes analyses
- Preliminary budget and cost estimates and studies
- Preliminary design documents
- Safety analysis reports
- Work breakdown documents

Design development. (Only specifications redundant to the specifications in Note 1, Design development)

- Design performance analyses
- Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages)
- Design verification testing data
- Test data developed for verification studies

Manufacture, fabrication and assembly. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including

- Acceptance data packages including test procedures and results for hardware not suitable for museum display
- Audits
- Engineering test and evaluation data
- Final contract deliverable technical data requirements (complete set)
- Hardware vendor lists
- Material and parts lists
- Qualification of flight hardware, test plans, and results
- Quality and reliability test plans and results
- System acceptance review documents

Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments

- Engineering support requests
- Field engineering changes
- Flight certifications
- Modification instruction packages
- Operations readiness review materials
- Payload processing and integration
- Pre-flight or pre-experiment test and verification data
- Pre-ship review materials
- Safety and mission assurance documents
- Safety reviews
- Test and assembly procedures
- Test preparation sheets

- Verification/validation of flight/test software

Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including:

- Launch operations data
- Principal investigators' user guides

Observational data. Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc., including:

(Exception: data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.)

- Engineering data necessary to establish operation of instruments
- Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.)

Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include working files, for final figures see Note 1) Budget and actual cost data (working files, for final figures see Note 1)

- Action items from technical interchange meetings or management reviews not considered major milestones
- Copies of presentation material maintained for personal reference containing no substantive notes
- Internal center memoranda of understanding or agreement
- Products of collaborative tools relating to administrative matters
- Routine correspondence, e-mails, agendas, minutes
- Small purchase justifications and related documents not maintained in official procurement files
- Trip reports

Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.

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